

**CHIEF OF SPECIAL OPERATIONS AND SAFETY**

(Competitive Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible administrative position in the fire department, the primary duties and responsibilities of which include managing the special operations and safety programs for the fire department. An employee of this class assesses departmental needs and implements policies for the health and safety of fire personnel, while ensuring the safe operation of facilities, equipment and apparatus. The Chief of Special Operations and Safety maintains records, writes reports and participates in public relations functions. This position may exert supervisory duties over safety or special operations during training or on the emergency scene, such as in the Louisiana Urban Search and Rescue operation. The Chief of Special Operations and Safety works with almost no supervision, reporting to and having work reviewed by the Deputy Fire Chief.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the Special Operations and Safety Division by recommending and implementing management policies, goals and objectives. Conducts research and organizes plans for programs and activities relating to the needs of the division. Keeps informed on modern fire fighting methods, rescue methods, safety practices and administrative practices. Gives reports, offers advice and keeps informed on local trends that may affect the fire service.

Directs the development of safety operations by ensuring proper staffing and adequate supply of safety training materials. Conducts evaluations of the safety program and makes recommendations for improvements. Assist in the development of accident and loss control systems and programs to reduce or prevent injuries, illnesses and financial losses. Identifies and appraises conditions which could produce accidents and financial losses. Investigates all accidents involving department equipment or personnel and evaluates potential extent of injuries or monetary losses. Determines cause and makes recommendations on department procedures to avoid future accidents. Coordinates safety activities with division supervisors and related professional organizations. Observes department personnel to determine use of prescribed safety equipment and demonstrates such as necessary. Inspects apparatus, equipment, machinery and working conditions of the department, ensuring compliance with occupational safety and health regulations. Monitors and evaluates local conditions which may become fire or safety hazards.

Oversees an individual health program for fire personnel that includes physical fitness, medical health, and nutrition. Maintains knowledge of the latest trends and diets, researching and developing new ways to address firefighter fitness needs.

Develops, implements and re-evaluates the standard operating procedures for the Special Operation Response Team (SORT). Directs the SORT application process, selection of members and the implementation of a training program. Ensures personnel trained in special operations discipline maintain required certifications and schedule continued training. Coordinates training for special operations of established personnel with outside agencies, such as the local Office of Homeland Security. Researches new operations tactics, safe practices and new technology for equipment and communications.

Responds to all emergency calls for which the department is answerable. Directs assigned fire department personnel and equipment in all safety and special operations involving urban search and rescue; K-9 teams; vehicle extrication; rope, water, confined space and trench rescue; and hazardous materials. Takes charge of all safety procedures at the scene of the fire or emergency. Controls procedures at the emergency site as necessary to implement scene management, initiate the emergency response system, deny unauthorized entry, and identify the duties of all rescue teams in relation to the nature of the emergency. Maintains communications between the fire scene and other authorized personnel.

Develops a training program in areas of safety and special operations, including Louisiana Special Operations of Urban Search and Rescue, K-9 search and rescue, vehicle extrication and recovery, rope rescue, confined space rescue, trench search and rescue, water rescue and hazardous materials. Evaluates and identifies training needs, providing sufficient resources in division related areas. Conducts training in the classroom, through drills and evolutions and provides informal, on-the-job training for new employees.

Manages the accounting for the money and assets of the Safety and Rescue Division. Prepares expenditure estimates. Purchases equipment and supplies, keeping such purchases within the established budget. Gathers information to be used in compiling budgets. Prepares and submits an operating budget for the division.

Supervises the general care and maintenance of equipment and operating systems assigned to the Safety and Rescue Division. Inspects and tests equipment and systems as necessary to ensure proper working order and meet any applicable standards. Obtains repair estimates; arranges for and verifies repairs were accomplished when necessary. Makes recommendations and writes specifications for equipment needed for the division. Secures funding for the needs of division programs, such as those in emergency operations and wellness. Oversees ordering, inventory

control and distribution of division equipment and supplies.

Manages division records by making decisions concerning what information should be included and in what form should records be kept. Develops new forms or revises existing ones as needed to improve the accuracy and efficiency of documentation. Arranges a filing system and revises such when necessary. Retrieves and files necessary documents as necessary. Compiles, organizes and analyzes data needed for reports. Prepares accident and injury reports. Reads safety related correspondence and responds appropriately. Writes reports, memoranda, requests for grants or any other related type of official documents.

Arranges for public relations efforts in order to meet the needs, objectives and policies of the fire department. Utilizes demonstrations, talks and distribution of literature to inform the public about the work of the department as related to special operations and safety matters. Participates in public education programs, conferences and educational meetings. Coordinates the work of the department with related federal, state and local agencies, as well as exchange information with public service agencies on projects of mutual concern. Acts as department representative to the news media, preparing and distributing news releases.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must have at least five (5) years experience as a full-time employee of a paid fire department.